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26 August 1952

MEMORANDUM

TO : Chief, Classification and Wage Administration Division

VIA : OSO/Personnel *dot*

FROM : SR/Admin

SUBJECT : Request for the Reclassification
of Headquarters Position #968

1. It is requested that the subject Position #968 be reclassified from Clerk at GS-4 to Supply Assistant GS-7, Fiscal and Supply Section, Admin. Staff, SR Division. The job description of the duties involved are as follows:

A. Duties (General)

Assist in operational support of SR field operations for material procurement and shipping.

B. Duties (Specific)

- (1) Under the direction of the Budget and Supply officer, he helps provide supplies for overseas [REDACTED] operations; 25X1A6a
- (2) On the basis of an oral request or a draft memorandum, he prepares smooth requisitions, shipping requests, and related documents for the division supply officer to review. He uses various complex supply manuals for proper technical nomenclature and packaging;
- (3) He helps to maintain status control on requisitions and shipping requests from the originating branch office through the technical control divisions and the procurement and shipping branches to the ultimate destination. He works with voucher registers, tickler files, and requisition files;
- (4) He maintains working relationships with responsible officials of the support offices for supply and shipping for necessary information and assistance.
- (5) He performs related duties as necessary to expedite priority materials for local and foreign delivery.
- (6) He helps with building supply matters in coordination with the Building Services Officer and the Chief, Admin. Staff.
- [REDACTED] 25X1A9a

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